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IDENTIFIERS *Career Exploration

ABSTRACT

The guide, which represents part of the product of the National Network for Curriculum Coordination in Vocational/Technical Education, presents descriptive and bibliographic information about career education curriculum materials submitted by representatives of Georgia, Mississippi, and North and South Carolina to the Research and Curriculum Unit at the Mississippi State University. The format of each entry is: title, content/discipline area, grade level, type of material, career level, intended user, general description, author(s), publisher, date of publication, number of pages, cost, source of availability, information submitted by, and State. Headings of entries (with the number of entries in parentheses) include: career exploration (three Ga., five Miss., seven S.C., two N.C.); career preparation (three Ga., four Miss., one S.C., 11 N.C.); career entry and advancement (four Miss., one Ga.); career awarenesss (two Miss.); consumer and homemaking education (seven Miss.); business and office (six Miss., five S.C.); agribusiness and natural resources (21 Miss., five S.C.); marketing and distribution (six Miss.); distributive education (16 S.C.); home economics (five S.C.); trade and industrial education (nine Miss., 17 S.C.); special education (three S.C.); and miscellaneous (two Ga., four Miss.). All entries were published since 1964, and all are at the secondary school level. (JR)

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Georgia

Career Education Curriculum Materials

Published by

Mississippi State University
Curriculum Coordinating Unit
for
Vocational and Technical Education
Mississippi State, Mississippi

In Cooperation With
Division of Vocational and Technical Education
Mississippi State Department of Education
Jackson, Mississippi

1973

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State Representatives Participating in Regional Curriculum Coordination Activities

John Deloney, Alabama

K. M. Eaddy, Florida

Paul Scott, Georgia

Bray Sibley, Louisiana

James E. Wall, Mississippi

Robert A. Mullen, North Carolina

E. H. Jones, South Carolina

The project presented or reported herein was performed pursuant to a Grant from the U. S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Office of Education, and no official endorsement by the U. S. Office of Education should be inferred.

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Explanation of Format

The titles and descriptions of the materials listed in this publication were prepared and submitted by representatives in the state shown on the cover. The information was reported to the Curriculum Coordinating Unit on 5 x 8 inch cards and has been duplicated exactly as submitted. Additional copies of this listing may be obtained by contacting the Regional Career Education Project, Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762.

Each bit of reported information is numbered. A brief explanation for each number follows:

1. "Title" means the exact title of the materials as listed on the title page.
2. "Content/Discipline Area" refers to the following or other areas: Language Arts, Mathematics, Sciences, Social Sciences, Fine Arts, Health/Physical Education, Agricultural/Natural Resources, Business and Office Education, Home Economics, Trade and Industrial Education, Vocational Education (general), Cooperative Education, Recreation, Guidance, Technical Education, Job Placement, etc.
3. "Grade Level" refers to the grade in school to which the material is intended, such as 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, adult, etc.
4. "Type of Material" refers to Teaching Guide, Curriculum Guide, Planning Guide, Workbooks, Evaluation Instruments, Bibliographies, Directories, Textbooks, Supplementary References, Films, Filmstrips, Transparencies, Slides, Tapes, Pictures, Games, Posters, Records, etc.
5. "Career Level" means awareness, exploration, preparation, and entry and advancement.
6. "Intended User" refers to the audience for which the materials were developed, such as students, instructional staff, administrators, counselors, parents, etc.
7. "General Description" refers to a narrative description of about 50 words which best describes the material. The purpose, nature of the material, development procedures, and extent of validation should be included.
8. "Author(s)" refers to the person(s) who developed the material.
9. "Publisher" refers to the organization that was responsible for publishing the material.
10. "Date" refers to the date of publication.
11. "No. of Pages" refers to the approximate number of pages.

12. "Cost" means charges, such as $2.00, free, or not available (NA).

13. "Source of Availability" refers to the exact source and address at which the material can be obtained (complete mailing address).

14. "Information Submitted By" means the person supplying the information on the card.

15. 'State" refers to the state that is submitting this form.

Career Exploration

1. TITLE: ACTION Program

2. CONTENT/DISCIPLINE AREA: Industrial Arts/Business Conbination 3. GRADE LEVEL: 8-10

4. TYPE OF MATERIAL: Teaching Guides and Student Materials 5. CAREER LEVEL: Exploration

6. INTENDED USER: Students/Teachers

7. GENERAL DESCRIPTION: Interdisciplinary Program that combines the production capabilities of the industrial arts course with the economics of business, allowing participants to become intimately acquainted with the concepts of production and distribution. Developed under private contract; field testing completed.

8. AUTHOR(S): Community Resources Corp. 9. PUBLISHER: Community Resources

10. DATE: 1972 11. NO. OF PAGES: 9 Components 12. COST: $54.25

13. SOURCE OF AVAILABILITY: Community Resources Corp. 3333 East 32nd Place, Tulsa, Oklahoma 74135

14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

1. TITLE: Mini-Prevocational Exploratory Courses

2. CONTENT/DISCIPLINE AREA: Agriculture Education/Business Education 3. GRADE LEVEL: 8

4. TYPE OF MATERIAL: Curriculum Guides 5. CAREER LEVEL: Exploration

6. INTENDED USER: Teachers

7. GENERAL DESCRIPTION: Short-term, hands-on exposure to a variety of occupations; guides developed in an EPDA Institute; currently undergoing further field testing.

"Limited Editions" to be officially released August 31, 1973.

8. AUTHOR(S): Dr. Nevin R. Frantz, Jr. and others 9. PUBLISHER: ~~University of Georgia~~

10. DATE: Jan., 1973 11. NO. OF PAGES: 42/117 12. COST: N/A

13. SOURCE OF AVAILABILITY: Occupational Research Coordinating Unit, State Office Building, Department of Education, Atlanta, Georgia 30334

14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

1. TITLE: Mini-Prevocational Exploratory Courses

2. CONTENT/DISCIPLINE AREA: Industrial Arts/Home Economics Education 3. GRADE LEVEL: 8

4. TYPE OF MATERIAL: Curriculum Guides 5. CAREER LEVEL: Exploration

6. INTENDED USER: Teachers

7. GENERAL DESCRIPTION: Short-term, hands-on exposure to a variety of occupations, guides developed in an EPDA Institute; currently undergoing further field testing.

"Limited Editions" to be officially released August 31, 1973.

8. AUTHOR(S): Dr. Nevin R. Francz, Jr. and others 9. PUBLISHER: University of Georgia

10. DATE: Jan. 1973 11. NO. OF PAGES: 81/93 12. COST: N/A

13. SOURCE OF AVAILABILITY: Occupational Research Coordinating Unit, State Office Building, Department of Education, Atlanta, Georgia 30334

14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

Career Preparation

1. TITLE: Interdisciplinary Math Courses
2. CONTENT/DISCIPLINE AREA: Mathematics 3. GRADE LEVEL: 10-11-12
4. TYPE OF MATERIAL: Teaching Guides and Texts 5. CAREER LEVEL: Preparation
6. INTENDED USER: Students and Teachers
7. GENERAL DESCRIPTION: Programmed textbooks which directly relate principles of mathematics to five occupational clusters (Construction, power transportation, electronics, electro-mechanics, metals); in final field testing.

"Limited Editions" to be officially released August 31, 1973.

8. AUTHOR(S): Roy Jorgensen Associates, Inc 9. PUBLISHER: University of Georgia
10. DATE: 1972 11. NO. OF PAGES: 5 Volumes 12. COST: N/A
13. SOURCE OF AVAILABILITY: Occupational Research Coordinating Unit, State Office Building, Department of Education, Atlanta, Georgia 30334
14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

1. TITLE: PLACE (Planned Learning Activities for Career Education)
2. CONTENT/DISCIPLINE AREA: Ten Occupational Clusters 3. GRADE LEVEL: 10-11-12
4. TYPE OF MATERIAL: Individualized Instruction Package 5. CAREER LEVEL: Preparation
6. INTENDED USER: Students/Teachers
7. GENERAL DESCRIPTION: Learning Packages to individualize instruction; still being field tested.

"Limited Editions" to be officially released August 31, 1973.

8. AUTHOR(S): Dr. Nevin Frantz, Jr. and others 9. PUBLISHER: University of Georgia
10. DATE: 1972 11. NO. OF PAGES: N/A 12. COST: N/A
13. SOURCE OF AVAILABILITY: Occupational Research Coordinating Unit, State Office Building, Department of Education, Atlanta, Georgia 30334
14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

1. TITLE: Suggested Correlative Activities: English, Science, Mathematics and Multi-Occupation Curriculum

2. CONTENT/DISCIPLINE AREA: Science, Mathematics, English 3. GRADE LEVEL: 10-11-12

4. TYPE OF MATERIAL: Teaching Guides 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: General guidelines for correlating curriculums, plus suggested activities for correlating English, Science, and Mathematics with Vocational Education, developed by workshop of vocational and academic teachers, assisted by teacher education staff members from the University; evaluated and revised edition.

8. AUTHOR(S): Workshop Participants 9. PUBLISHER: Division of Vocational Education College of Education University of Georgia

10. DATE: 1971 11. NO. OF PAGES: 55/94/60 12. COST: Free

13. SOURCE OF AVAILABILITY: Ken Reynolds, State CVAE Coordinator, State Department of Education, State Office Building, Atlanta, Georgia 30334

14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

Career Entry and Advancement

1. TITLE: Georgia Guidebook Job Placement Services

2. CONTENT/DISCIPLINE AREA: Job Placement 3. GRADE LEVEL: N/A

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Entry

6. INTENDED USER: Job Placement Coordinators

7. GENERAL DESCRIPTION: Guide containing material on organization of a placement service, developmental activities, testing, individual and group work activities, followup, and sample forms and procedures.

8. AUTHOR(S): Grady Anderson and Richard J. Riordan 9. PUBLISHER: State Department of Educ

10. DATE: 1971 11. NO. OF PAGES: 60 12. COST: Free

13. SOURCE OF AVAILABILITY: Occupational Research Coordinating Unit, State Department of Education, State Office Building, Atlanta, Georgia 30334

14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

Miscellaneous

1. TITLE: But What Can You Do?
2. CONTENT/DISCIPLINE AREA: Career Education (General) 3. GRADE LEVEL: Adult
4. TYPE OF MATERIAL: Film 5. CAREER LEVEL: N/A
6. INTENDED USER: Parents, Professionals, Community
7. GENERAL DESCRIPTION: Dramatic Documentary Film illustrating the need for a total career education program, developed by the State Department of Education.

8. AUTHOR(S): Publications and Information Services 9. PUBLISHER: Publications and Information 10. DATE: 1972 11. NO. OF PAGES: N/A 12. COST: Free
13. SOURCE OF AVAILABILITY: Publications and Information Services, State Department of Education, State Office Building, Atlanta, Georgia 30334
14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

1. TITLE: Career Education in Georgia
2. CONTENT/DISCIPLINE AREA: Career Education (General) 3. GRADE LEVEL: Adult
4. TYPE OF MATERIAL: Film 5. CAREER LEVEL: N/A
6. INTENDED USER: Parents, Professionals, Community
7. GENERAL DESCRIPTION: Film giving general overview of entire career education concept in Georgia; developed by State Department of Education; 30 minutes in length.

8. AUTHOR(S): Division of Program & Staff Development 9. PUBLISHER: University of Georgia 10. DATE: 1972 11. NO. OF PAGES: N/A 12. COST: Free
13. SOURCE OF AVAILABILITY: Occupational Research Coordinating Unit, State Department of Education, State Office Building, Atlanta, Georgia 30334
14. INFORMATION SUBMITTED BY: Paul Scott 15. STATE: Georgia

Mississippi

Career Education Curriculum Materials

Compiled by

Jasper S. Lee

Published by

Mississippi State University
Research and Curriculum Unit
for
Vocational and Technical Education
Mississippi State, Mississippi

In Cooperation With
Division of Vocational and Technical Education
Mississippi State Department of Education
Jackson, Mississippi

1973

15/16

The project presented or reported herein was performed pursuant to a Grant from the U. S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Office of Education, and no official endorsement by the U. S. Office of Education should be inferred.

Mississippi State University does not discriminate on the grounds of race, color, or national origin.

Career Awareness

1. TITLE: Career Related Instructional Procedures: K-5
2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: K-5
4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Awareness
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION:

Units of instruction and career related instructional procedures, resources and materials for: early childhood education; fine arts; language arts; mathematics; reading; science; social studies; and special education.

8. AUTHOR(S): (None listed) 9. PUBLISHER: New Albany School System
10. DATE: - 11. NO. OF PAGES: 218 12. COST: N/A
13. SOURCE OF AVAILABILITY: New Albany School System, P. O. Box 771, New Albany, Mississippi 38652
14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

1. TITLE: Elementary Activity Guide
2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 1-6
4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Awareness
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION:

A career education curriculum guide for grades 1-6. Outlines for implementation in all subject areas in the elementary school are included. Included in the guide are objectives, activities, evaluation procedures and resources to use.

8. AUTHOR(S): Juanita Jefcoat 9. PUBLISHER: Jones County School System
10. DATE: July, 1973 11. NO. OF PAGES: Approx. 200 12. COST: N/A
13. SOURCE OF AVAILABILITY: Jones County School System, P. O. Box 1247, Laurel, Mississippi 39440
14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

Career Exploration

1. TITLE: Occupational Orientation: An Introduction to the World of Work
2. CONTENT/DISCIPLINE AREA: Guidance 3. GRADE LEVEL: 8-10
4. TYPE OF MATERIAL: Student Reference 5. CAREER LEVEL: Exploration
6. INTENDED USER: Students
7. GENERAL DESCRIPTION:

This publication contains information on the present world of work, examples of student exploratory activities, sources of education, and training, techniques for locating and applying for jobs, and considerations for working on the job and advancing in a career. Occupations are clustered using the Roe schema.

8. AUTHOR(S): Jasper S. Lee 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1971 11. NO. OF PAGES: 203 12. COST: $4.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Teacher's Edition - Occupational Orientation: An Introduction to the World of Work
2. CONTENT/DISCIPLINE AREA: Guidance 3. GRADE LEVEL: 8-10
4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Exploration
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION: This publication provides teachers with supplemental information for using the publication entitled "Occupational Orientation: An Introduftion to the World of Work." The Students Edition has been reproduced and additional information including goals, additional activities, review surveys, resources, and coding of occupations have been added to help the teacher in assisting students in their vocational development.

8. AUTHOR(S): Norbert Johnson 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1973 11. NO. OF PAGES: 452 12. COST: $7.50
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Career Related Instructional Procedures Grades 6-12

2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 6-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Exploration, preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Samples of career related instructional procedures, resources and materials for art, home economics, industrial arts, language arts, mathematics, physical education, science, social studies in the middle school. Areas covered in the high school include American history, art, driver education, English, foreign language, health & physical education, industrial arts, science, shorthand & bookkeeping, speech, and world history.

8. AUTHOR(S): (None listed) 9. PUBLISHER: New Albany School System

10. DATE: - 11. NO. OF PAGES: 110 12. COST: N/A

13. SOURCE OF AVAILABILITY: New Albany School System, P. O. Box 771, New Albany, Mississippi 38652

14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

1. TITLE: Exploration Activity Guide: Career-Centered Curriculum for Vocation Complexes in Mississippi

2. CONTENT/DISCIPLINE AREA: ~~Career~~ Education 3. GRADE LEVEL: 7-9

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Exploration

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

A curriculum guide for the exploration course "Occupational Orientation." Included for the six units in the course are: (a) objectives; (b) activities; (c) evaluation procedures; and (d) resources.

8. AUTHOR(S): (Staff) 9. PUBLISHER: Jones County School System

10. DATE: July, 1973 11. NO. OF PAGES: Approx. 200 12. COST: N/A

13. SOURCE OF AVAILABILITY: Jones County School System, P. O. Box 1247 Laurel, Mississippi 39440

14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

1. TITLE: Career Development Materials; An Annotated Bibliography

2. CONTENT/DISCIPLINE AREA: Career Exploration 3. GRADE LEVEL: 8, 9, 10

4. TYPE OF MATERIAL: Bibliography 5. CAREER LEVEL: Exploration

6. INTENDED USER: Counselors and Teachers

7. GENERAL DESCRIPTION:

The publication consists of annotations of fifty pieces of materials which teachers and counselors may find helpful in assisting students in their vocational development. Addresses of publishers and costs of annotated materials are also included.

8. AUTHOR(S): Norbert Johnson 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1973 11. NO. OF PAGES: 16 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Norbert Johnson 15. STATE: Mississippi

Consumer and Homemaking Education

1. TITLE: Culinary Cubs
2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 7 - 8
4. TYPE OF MATERIAL: Individualized Learning Packet 5. CAREER LEVEL: Exploration
6. INTENDED USER: Students and Instructional Staff
7. GENERAL DESCRIPTION: (currently being field tested--not available)
Culinary Cubs is an exploratory individualized learning packet that utilizes the Unipac format. Information and learning experiences are provided to allow students to participate in "hands-on" experiences in the area of Food Management, Production and Services. The purpose of these learning experiences is to allow students to explore their interests and aptitudes in this career area.
8. AUTHOR(S): Louie E. Kemp 9. PUBLISHER: CCU, Mississippi State University 10. DATE: 1972 11. NO. OF PAGES: 12. COST:
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Drawer DX, Mississippi State University, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Gift Boutique
2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 7 - 8
4. TYPE OF MATERIAL: Individualized Learning Packet 5. CAREER LEVEL: Exploration
6. INTENDED USER: Students and Instructional Staff
7. GENERAL DESCRIPTION: (currently being field tested--not available)
Gift Boutique is an exploratory individualized learning packet. It is a branched type packet utilizing the Unipac format. Information and learning experiences are provided to allow students to participate in "hands-on" experiences in the areas of Clothing Production, Management and Services, Home Furnishings, and Equipment and Services. There is a teacher section and a student section included in the Gift Boutique. Students explore their interests and aptitudes in these career areas.
8. AUTHOR(S): Louie E. Kemp 9. PUBLISHER: CCU, Miss. State University 10. DATE: 1972 11. NO. OF PAGES: 43 12. COST:
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Drawer DX, Mississippi State University, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Mini Nursery

2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 7 - 8

4. TYPE OF MATERIAL: Individualized Learning Packet 5. CAREER LEVEL: Exploration

6. INTENDED USER: Students and Instructional Staff

7. GENERAL DESCRIPTION: (currently being field tested--not available)
Mini Nursery is an exploratory individualized learning packet that follows the Unipac format and was designed to allow students to learn from multi-media human resources and "hands-on" experiences in an attempt to identify interests and aptitudes relating to careers in Child Care, Guidance and Services.

8. AUTHOR(S): Louie E. Kemp 9. PUBLISHER: CCU, Mississippi State University 10. DATE: 197[illegible] 11. NO. OF PAGES: 12. COST:

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Drawer DX, Mississippi State University, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Polka Dots

2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 7 - 8

4. TYPE OF MATERIAL: Individualized Learning Packet 5. CAREER LEVEL: Exploration

6. INTENDED USER: Students and Instructional Staff

7. GENERAL DESCRIPTION: (currently being field tested--not available)
Polka Dots is an exploratory individualized learning packet designed to allow students to explore their interests and aptitudes relating to future careers in the area of Institutional and Home Management and Supportive Services. Information and learning experiences are planned to allow students to learn from multi-media and "hands-on" experiences. The Unipac format was followed in the Constitution of this packet.

8. AUTHOR(S): Louie E. Kemp 9. PUBLISHER: CCU, Mississippi State University 10. DATE: 1972 11. NO. OF PAGES: 12. COST:

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Drawer DX, Mississippi State University, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

Business and Office

1. TITLE: Almost Three Dozen Bulletin Board Ideas for Business Education
2. CONTENT/DISCIPLINE AREA: Business and Office Education 3. GRADE LEVEL: 8-14
4. TYPE OF MATERIAL: Reference 5. CAREER LEVEL: Exploration-Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION: This publication contains photographs and descriptions of actual bulletin boards covering all areas of business education.

8. AUTHOR(S): Bennie N. Evans 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1971 11. NO. OF PAGES: 35 12. COST: $1.50
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P.O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

Career Preparation

1. TITLE: Career Preparation for Career-Centered Curriculum for Vocational Complexes in Miss.
2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 9-12
4. TYPE OF MATERIAL: Curriculum Description 5. CAREER LEVEL: Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION:

General description of the preparation stage of the career education exemplary project. Preparation courses and activities are described as to purposes, objectives, procedures and methods.

8. AUTHOR(S): (Staff) 9. PUBLISHER: Jones County School System
10. DATE: July, 1973 11. NO. OF PAGES: Approx. 100 12. COST: N/A
13. SOURCE OF AVAILABILITY: Jones County School System, P. O. Box 1247 Laurel, Mississippi 39440
14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

1. TITLE: A Handbook for Coordinators of Cooperative Education
2. CONTENT/DISCIPLINE AREA: Cooperative Vocational Education 3. GRADE LEVEL: 11 & 12
4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Entry & Advancement
6. INTENDED USER: Teacher - Coordinator
7. GENERAL DESCRIPTION: Serves as a guide for planning, establishing, conducting, and evaluating cooperative vocational education programs in high schools. Sample letters, forms, data sheets, etc. as well as a suggested classroom layout are included in appendices.

8. AUTHOR(S): Revision by Bennie N. Evans 9. PUBLISHER: Miss. State University
Curriculum Coordination Unit 10. DATE: 1971 11. NO. OF PAGES: 111 12. COST: $3.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit for Vo-Tech Education, Drawer DX, Mississippi State University, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: Keith Herring 15. STATE: Mississippi

1. TITLE: First Interim Report: The Career-Centered Curriculum for Vocational Complexes in Mississippi

2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 1-12

4. TYPE OF MATERIAL: Research Report/Curriculum Evaluation 5. CAREER LEVEL: All

6. INTENDED USER: Administrative & Instructional Staff

7. GENERAL DESCRIPTION:

Goals and objectives of the exemplary project in career education are analyzed and activities, dissemination efforts, procedures, etc. described. Evaluation sections included curriculum components and examples of curriculum materials.

8. AUTHOR(S): J.H. McMinn, J.F. Shill, & J.E. Wall 9. PUBLISHER: Research Coordinating Unit

10. DATE: July, 1971 11. NO. OF PAGES: 116 12. COST: N/A

13. SOURCE OF AVAILABILITY: ERIC System

14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

1. TITLE: Implementing a Career-Centered Curriculum in the Public Schools of Mississippi

2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 1-12

4. TYPE OF MATERIAL: Research Report/Curriculum Guide 5. CAREER LEVEL: All

6. INTENDED USER: Administrators & Instructional Staff

7. GENERAL DESCRIPTION:

Research section covers goals and objectives, design and procedures, and results and accomplishments. Curriculum section covers curriculum workshop activities, sample of curriculum guides, field trip information, survey instruments, evaluation instruments and career education materials.

8. AUTHOR(S): James K. Morris 9. PUBLISHER: Mississippi Dept. of Ed.

10. DATE: Aug., 1972 11. NO. OF PAGES: 112 12. COST: N/A

13. SOURCE OF AVAILABILITY: ERIC System

14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

Agribusiness and Natural Resources

1. TITLE: Agricultural Mechanics Instruction in Secondary Schools
2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12
4. TYPE OF MATERIAL: Planning Guide and References 5. CAREER LEVEL: Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION: This publication contains a description of an approach for teaching agricultural mechanics utilizing laboratory - work areas. The laboratory organization, tool layout, and a listing of tools are included.

8. AUTHOR(S): G. G. Powell, Jr. and G. M. Walker 9. PUBLISHER: Curriculum Coordinating Unit, Miss. State University 10. DATE: Revised 1973 11. NO. OF PAGES: 50 12. COST: $2.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Miss. State University, Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Planning Agricultural Education Programs
2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 9-12
4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION: Contains information for use in planning instructional programs in agribusiness and natural resources on the secondary level, including an analysis of community needs.

8. AUTHOR(S): A. E. Eichelberger, et al. 9. PUBLISHER: Curriculum Coordinating Unit 10. DATE: 1972 11. NO. OF PAGES: 12 12. COST: $1.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P.O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Planning Instruction in Agricultural Education

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains information on planning instruction on the secondary level, including space for detailed planning by the teacher in the local program.

8. AUTHOR(S): A. E. Eichelberger, et al. 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 22 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Agricultural Mechanics

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in agricultural mechanics, recommended references, and examples of student activities.

8. AUTHOR(S): Ronald A. Brown, et al. 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 38 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Agricultural Production

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in agricultural production, recommended references, and examples of student activities.

8. AUTHOR(S): Charlie Thames, et al. 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 31 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Agricultural Products

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in agricultural products, examples of student activities, and recommended references.

8. AUTHOR(S): A. E. Eichelberger, et al. 9. PUBLISHER: Curriculum Coor inating Unit

10. DATE: 1972 11. NO. OF PAGES: 36 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Agricultural Resources

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in agricultural resources, examples of student activities, and recommended references.

8. AUTHOR(S): B. B. Robbins, et al. 9. PUBLISHER: Curriculum Coordinating Uni

10. DATE: 1972 11. NO. OF PAGES: 29 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Agricultural Supplies/Services

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in agricultural supplies/services, examples of student activities, and recommended references.

8. AUTHOR(S): Jasper S. Lee, et al. 9. PUBLISHER: Curriculum Coordinating Un

10. DATE: 1972 11. NO. OF PAGES: 31 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Basic Agriculture

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 9-10

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in basic agriculture, recommended references, and examples of student activities.

8. AUTHOR(S): B. B. Robbins, et al. 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 30 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Forestry

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in forestry, recommended references, and examples of student activities.

8. AUTHOR(S): Charlie Thames, et al. 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 24 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Guide for Teaching Ornamental Horticulture

2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

Contains an outline of suggested instruction in ornamental horticulture, examples of student activities, and recommended references.

8. AUTHOR(S): Ronald A. Brown, et al. 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 30 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Reference Unit for Liming Soils for Greater Profit

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12, 13, 14, adult

4. TYPE OF MATERIAL: Reference Unit 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This unit is intended to provide the teacher with basic knowledge needed for teaching wise use of lime in the soil-fertility program. The instructional content is presented in a question-and-answer form. Topics include: why lime, need determination, sources of lime, how much, when, how to apply, how often, and assistance programs.

8. AUTHOR(S): L. P. Jacks and T. E. Ellis 9. PUBLISHER: Miss. State University, Agri. Education Dept. 10. DATE: 1967 11. NO. OF PAGES: 25 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Mississippi State University, Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: A Reference Unit on Vegetable Production

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12, 13, 14, adult

4. TYPE OF MATERIAL: Reference unit and students 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: The purpose of this unit is to provide students and teachers with a comprehensive view of vegetable production. Topics include: determining production possibilities, selecting varieties, securing seed, selecting soil, planting, tilling, fertilizing, controlling weeds, controlling diseases, controlling insects, mulching, rotating and harvesting.

8. AUTHOR(S): Jasper S. Lee 9. PUBLISHER: Mississippi State Univ., Agr. Education Dept. 10. DATE: 1969 11. NO. OF PAGES: 70 12. COST: $1.50

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Mississippi State Univ., Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Basic Principles of Animal Science

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12

4. TYPE OF MATERIAL: Reference unit 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This publication is intended to be supplementary to basic agricultural instruction on production enterprises, improvement projects, supervised experience programs, and the total program in general relating to animal science needs. Topics are: Anatomy and Physiology of Farm Animals, Nutrition, Environmental Factors that Affect Physiology, Diseases, and Parasites.

8. AUTHOR(S): L. P. Jacks 9. PUBLISHER: Miss. State University, Agri. Education Dept. 10. DATE: 1965 11. NO. OF PAGES: 46 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Mississippi State University, Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Basic Principles of Plant Science

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12

4. TYPE OF MATERIAL: Reference Unit 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This reference unit is intended to be supplementary to basic agricultural instruction on production enterprises, improvement projects, supervised experience programs, and the total program in general relating to plant science needs. Topics are: Classification of Agricultural Plants, Parts of Plants, Reproduction, Growth, Nutrition, Diseases, Insects, and Weed Science.

8. AUTHOR(S): L. P. Jacks 9. PUBLISHER: Mississippi State Board for Vocational Education 10. DATE: 1964 11. NO. OF PAGES: 80 12. COST: $1.25

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Mississippi State University, Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Basic Principles of Soil Science

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12

4. TYPE OF MATERIAL: Reference unit 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This unit is intended to be supplementary to basic agricultural instruction on production enterprises, improvement projects, supervised experience programs, and the total program in general relating to soil science needs. Topics are: Nature and Importance of Soil, Classification and Identification, Formation, Components, Productivity, Soil pH, Nutrients, Characteristics, Erosion, and Drainage.

8. AUTHOR(S): L. P. Jacks and J. Roland Hamilton Agri. Education Dept. 9. PUBLISHER: Mississippi State University, 10. DATE: 1965 11. NO. OF PAGES: 63 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Mississippi State University, Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Catfish Farming: A Reference Unit

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12, 13, 14, adult

4. TYPE OF MATERIAL: Reference unit 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This publication is intended to provide teachers with an understanding of basic terminology and knowledge in fishery biology. Numerous photographs and illustrations are provided. Topics include: Determining Possibilities of Catfish Farming, Constructing Facilities, Producing Fingerlings, Growing, Feeding, Managing the Water, Controlling Diseases, Harvesting, Marketing, and Processing.

8. AUTHOR(S): Jasper S. Lee 9. PUBLISHER: Curriculum Coordinating Unit, Miss. State University 10. DATE: 1971 11. NO. OF PAGES: 103 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Mississippi State University, P. O. Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Urea - A Protein Extender in Rations for Ruminants

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9, 10, 11, 12, 13, 14, adult

4. TYPE OF MATERIAL: Reference unit 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

The purposes of this publication are to provide information on feeding urea as a protein supplement and to help the teacher better answer questions regarding the proper use of urea in feeds for ruminants.

8. AUTHOR(S): L. P. Jacks 9. PUBLISHER: Miss. State Univ., Agri. Education Dept. 10. DATE: 1966 reprinted 1972 11. NO. OF PAGES: 13 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Mississippi State University, Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Livestock Selection: General Terms and Reasons

2. CONTENT/DISCIPLINE AREA: Agribusiness 3. GRADE LEVEL: 9-14

4. TYPE OF MATERIAL: Supplementary Reference 5. CAREER LEVEL: Preparation

6. INTENDED USER: Student and Teacher

7. GENERAL DESCRIPTION:

This publication defines the general terms used in describing livestock and illustrates the giving of reasons in judging.

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8. AUTHOR(S): and Instructional Materials Center 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1973 11. NO. OF PAGES: 20 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State Mississippi 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Job Operation Sheets: Tractors

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Supplementary references 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher, students

7. GENERAL DESCRIPTION: These job operation sheets on tractors were developed to assist teachers in improving instruction for skill development, to provide teachers with a quick reference for reviewing maintenance procedures, and to provide students with a guide to use in performing operations in step-by-step procedures in skill development.

8. AUTHOR(S): Gary F. Beasley and G. M. Walker 9. PUBLISHER: Curriculum Coordinating Unit, Miss. State 10. DATE: 1973 11. NO. OF PAGES: 12. COST:

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: Gary F. Beasley 15. STATE: Mississippi

1. TITLE: A Guide for Planning Post-Secondary Programs for Agribusiness, Natural Resources, and Environmental Protection Occupations

2. CONTENT/DISCIPLINE AREA: Agricultural/Natural Resources 3. GRADE LEVEL: 13-14

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff, Administrators, Counselors

7. GENERAL DESCRIPTION: This publication is intended to provide for teachers, counselors, and administrators in planning and administering, and conducting post-secondary programs for agribusiness, natural resources, and environmental protection occupations. The publication is directed to those persons who are responsible for planning new programs as well as modifying existing programs.

8. AUTHOR(S): Gary F. Beasley 9. PUBLISHER: Research and Curriculum Unit, Miss. State 10. DATE: 1973 11. NO. OF PAGES: 12. COST:

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, Drawer DX, Mississippi State, MS (Available July, 1973)

14. INFORMATION SUBMITTED BY: Gary F. Beasley 15. STATE: Mississippi

Business and Office

1. TITLE: Curriculum Guide for Vocational Teacher-Coordinators of Intensive Business Training
2. CONTENT/DISCIPLINE AREA: Business and Office Education 3. GRADE LEVEL: 11,12,13,14,
4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Preparation A
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION: This publication contains classroom procedures and curriculum suggestions for intensive business training. It also contains sample integrated projects that may be used in practice for skill building.

8. AUTHOR(S): 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1972 11. NO. OF PAGES: 155 12. COST: $2.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P.O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Handbook for Vocational Teacher-Coordinators of Business and Office Education
2. CONTENT/DISCIPLINE AREA: Business and Office Education 3. GRADE LEVEL: 11-14
4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Preparation
6. INTENDED USER: Instructional Staff and Administrators
7. GENERAL DESCRIPTION: This publication contains administrative procedures and curriculum suggestions for establishing and conducting programs in cooperative vocational office training, intensive business, post-secondary office training and adult office training.

8. AUTHOR(S): 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1972 11. NO. OF PAGES: 133 12. COST: $2.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P.O. Box Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Teacher's Manual: Office Simulation-Integrated Projects for Clerical Office Practice
2. CONTENT/DISCIPLINE AREA: Business and Office Education 3. GRADE LEVEL: 11-14
4. TYPE OF MATERIAL: Teaching Guide and Key 5. CAREER LEVEL: Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION: This publication is designed to assist the teacher in using the simulated project by providing suggestions, lists of supplies, answer keys for the student publications, and supplementary problems. (unbound)

8. AUTHOR(S): 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1972 11. NO. OF PAGES: 227 12. COST: $2.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P.O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Office Simulation-Integrated Projects for Clerical Office Practice (student books)
2. CONTENT/DISCIPLINE AREA: Business and Office Education 3. GRADE LEVEL: 11,12,13,14A
4. TYPE OF MATERIAL: Textbook, Workbook 5. CAREER LEVEL: Exploration-Preparation
6. INTENDED USER: Students
7. GENERAL DESCRIPTION: A total of seven booklets in the series provides learning activities simulating clerical banking occupations. The booklet titles and number in each set are: Office Manager(1), Payroll Clerk(1), Savings Teller(2), Discount Clerk(1), Loan Teller (1), and Clerk Typist(1).

8. AUTHOR(S): Department of Business Education University of Southern Mississippi 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1972 11. NO. OF PAGES: 12. COST: $1.00 each $4.00 set
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P.O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Form Masters: Office Simulation-Integrated Projects for Clerical Office Practice

2. CONTENT/DISCIPLINE AREA: Business and Office Education 3. GRADE LEVEL: 11-14

4. TYPE OF MATERIAL: Transparency and Duplication 5. CAREER LEVEL: Preparation

6. INTENDED USER: Masters Instructional Staff

7. GENERAL DESCRIPTION: This is a set of masters for all business forms needed with the project entitled "Office Simulation-Integrated Projects for Clerical Office Practice." These masters may be used to prepare transparencies or for duplication.

8. AUTHOR(S): Department of Business Education
University of Southern Mississippi 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 12. COST: $1.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX
Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

Consumer and Homemaking Education

1. TITLE: Home Economics Consumer Education Curriculum Materials
2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 8 - 12
4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Exploration & Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION: This curriculum guide provides a scope and sequence chart for consumer education relating to Child Development, Clothing, Family Relations, Foods and Nutrition, Health and Housing. The format contains concepts, objectives, learning activities, and teaching aids, and is designed to aid high school teachers in developing an effective program in consumer education in each grade level.

8. AUTHOR(S): School of Home Ec., U. of Southern Miss. 9. PUBLISHER: University of Southern Miss.
10. DATE: 1970 11. NO. OF PAGES: 200 12. COST: $1.50
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Drawer DX, Mississippi State University, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Talking Shop To Teenage Consumers
2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 11-12
4. TYPE OF MATERIAL: Individualized Learning Packet 5. CAREER LEVEL: Preparation
6. INTENDED USER: Students and Instructional Staff
7. GENERAL DESCRIPTION: Talking Shop To Teenage Consumers was developed on the concept, private enterprise, which is the first concept in the resource unit Talking Shop to Wise Consumers. It consists of a teacher section and a student section. It is an interest approach to consumer education. It deals with situations in the American economy that concern teenagers.

8. AUTHOR(S): Louie E. Kemp 9. PUBLISHER: CCU, Miss. State University
10. DATE: 1971 11. NO. OF PAGES: 25 12. COST: $1.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Drawer DX, Mississippi State University, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: Louie E. Kemp 15. STATE: Mississippi
James E. Wall

1. TITLE: Talking Shop to Wise Consumers

2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 11 - 12

4. TYPE OF MATERIAL: Teaching Guide (Resource Unit) 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: Talking Shop to Wise Consumers is a resource unit. The format provides concepts, behavioral objectives, learning experiences and generalizations that can be easily used by student teachers or experienced teachers. A logical presentation of information and learning experiences that will encourage students to develop an awareness of their economic role as consumers, to explore attitudes, motivations, and values, and to gain insight into their own behavior will hopefully aid students in becoming effective buyers in the market place.

8. AUTHOR(S): Louie E. Kemp 9. PUBLISHER: CCU, Mississippi State University 10. DATE: 1971 11. NO. OF PAGES: 115 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, Drawer DX, Mississippi State University, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

Marketing and Distribution

1. TITLE: A Guide for Writing Research Manuals in Distributive Education
2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 10,11,12
4. TYPE OF MATERIAL: Teacher's Guide 5. CAREER LEVEL: All Secondary
6. INTENDED USER: Secondary Students
7. GENERAL DESCRIPTION:

A teachers guide designed to supplement the DECA National Handbook in the area of research manual preparation.

8. AUTHOR(S): Dewey Blackledge 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1972 11. NO. OF PAGES: 50 12. COST: $1.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX
Mississippi State, Mississippi 39762
14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

1. TITLE: Marketing: Distributive Education (Project Training)
2. CONTENT/DISCIPLINE AREA: Distributive Educacion 3. GRADE LEVEL: 11
4. TYPE OF MATERIAL: Course of Study 5. CAREER LEVEL: Preparation and Entry
Pre-employment
6. INTENDED USER: Secondary Students
7. GENERAL DESCRIPTION:

A suggested course of study for instruction in sales and marketing and projects for students.

8. AUTHOR(S): James R. Bowers 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1972 11. NO. OF PAGES: 248 12. COST: $3.50
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX
Mississippi State, Mississippi 39762
14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

1. TITLE: Students Projects for Marketing Distributive Education (Project Training)

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 11

4. TYPE OF MATERIAL: Projects 5. CAREER LEVEL: Pre-employment

6. INTENDED USER: Secondary Students

7. GENERAL DESCRIPTION:

Contains twelve projects, included in marketing: Distributive Education Publication

8. AUTHOR(S): James R. Bowers 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1972 11. NO. OF PAGES: 65 12. COST: $1.60

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX
Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

1. TITLE: Utilizing the Cash Register

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 10, 11, 12

4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Preparation and Entry

6. INTENDED USER: Instructional Staff and Students

7. GENERAL DESCRIPTION:

Designed to serve as a guide in teaching the fundamentals of cash register operation. Contains drills, problems, and projects on the use of the cash register.

8. AUTHOR(S): James R. Bowers 9. PUBLISHER: Curriculum Coordinating Unit
Mississippi State Univ. 10. DATE: 1971 11. NO. OF PAGES: 29 12. COST: $1.25

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX
Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

1. TITLE: Handout Sheets for Utilizing the Cash Register

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 10, 11, 12

4. TYPE OF MATERIAL: Work Sheets 5. CAREER LEVEL: Preparation and Entry

6. INTENDED USER: Secondary Students

7. GENERAL DESCRIPTION:

Handout Sheets (set of 8) for use with the publication utilizing the cash register (minimum order 10 sets)

8. AUTHOR(S): Curriculum Coordinating Unit 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1971 11. NO. OF PAGES: 8 12. COST: 20c per set

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX
Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

1. TITLE: Test Sheets for Utilizing the Cash Register

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 10, 11, 12

4. TYPE OF MATERIAL: Test Sheets 5. CAREER LEVEL: Preparation and Entry

6. INTENDED USER: Secondary Students

7. GENERAL DESCRIPTION:

Test Sheets for use with the publication utilizing the cash register (set of 2) (minimum order 10 sets)

8. AUTHOR(S): Curriculum Coordinating Unit 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1971 11. NO. OF PAGES: 2 12. COST: 5c per se

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX
Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

Trade and Industrial Education

1. TITLE: Secondary Vocational Automotive Mechanics
2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12
4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION:

This publication has a two-column format for course content, with trade principles outlined on the left, and trade practices listed on the right. An introductory statement to the instructor and a characterization of trade training is included. The appendix contains an extensive bibliography and a suggested equipment list.

8. AUTHOR(S): Howard L. Newby 9. PUBLISHER: Research and Curriculum Unit
10. DATE: 1971 11. NO. OF PAGES: 189 12. COST: $2.50
13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, Drawer DX, Mississippi State, Mississippi 39762
14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Post-Secondary Vocational Automotive Mechanics
2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 13-14
4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Preparation
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION:

This publication has a two-column format for course content, with trade principles outlined on the left, and trade practices listed on the right. An introductory statement to the instructor and a characterization of trade training is included. The appendix contains an extensive bibliography and a suggested equipment list.

8. AUTHOR(S): Howard L. Newby 9. PUBLISHER: Research and Curriculum Unit
10. DATE: 1972 11. NO. OF PAGES: 135 12. COST: $2.50
13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State, Mississippi 39762
14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Post-Secondary Automotive Mechanics Supplement: Assignment and Job Sheets

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Assignment and Job Sheets 5. CAREER LEVEL: Preparation

6. INTENDED USER: Students

7. GENERAL DESCRIPTION:

This publication contains selected assignment and job sheets. Typical jobs common to particular trade areas are included. Its primary purpose is to assist the instructor in meeting individual student needs. The publication also contains a bibliography, sample progress chart, and sample lesson plans.

8. AUTHOR(S): Howard L. Newby 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1971 11. NO. OF PAGES: 204 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Secondary Vocational Industrial Drafting

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This publication has a two-column format for course content, with trade principles outlined on the left, and trade practices listed on the right. An introductory statement to the instructor and a characterization of trade training is included. The appendix contains an extensive bibliography and a suggested equipment list.

8. AUTHOR(S): Howard L. Newby 9. PUBLISHER: R/CU

10. DATE: 1971 11. NO. OF PAGES: 81 12. COST: $2.50

13. SOURCE OF AVAILABILITY: Research & Curriculum Unit, Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Post-Secondary Vocational Industrial Drafting

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Teacher's Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This publication has a two-column format for course content, with trade principles outlined on the left, and trade practices listed on the right. An introductory statement to the instructor and a characterization of trade training is included. The appendix contains an extensive bibliography and a suggested equipment list.

8. AUTHOR(S): Howard L. Newby 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1971 11. NO. OF PAGES: 101 12. COST: $2.50

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Building Trades - An Introduction to Carpentry, Masonry, Electricity, and Plumbing - Assignment and Job Sheets

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Assignment and Job Sheets 5. CAREER LEVEL: Preparation

6. INTENDED USER: Students

7. GENERAL DESCRIPTION:

This publication contains selected assignment and job sheets. Typical jobs common to particular trade areas are included. Its primary purpose is to assist the instructor in meeting individual student needs. The publication also contains a bibliography, sample progress chart, and sample lesson plans.

8. AUTHOR(S): Howard L. Newby 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1971 11. NO. OF PAGES: 122 12. COST: $1.50

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Vocational Heavy Equipment Mechanics

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 13-14

4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This publication has a two-column format for course content, with trade principles outlined on the left, and trade practices listed on the right. An introductory statement to the instructor and a characterization of trade training is included. The appendix contains an extensive bibliography and a suggested equipment list.

8. AUTHOR(S): Curriculum Laboratory 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1967 11. NO. OF PAGES: 65 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Vocational Refrigeration and Air Conditioning

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 13-14

4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This publication has a two-column format for course content, with trade principles outlined on the left, and trade practices listed on the right. An introductory statement to the instructor and a characterization of trade training is included. The appendix contains an extensive bibliography and a suggested equipment list.

8. AUTHOR(S): Curriculum Coordinating Unit 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1969 11. NO. OF PAGES: 187 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

1. TITLE: Vocational Welding (Combination)

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Teaching Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION:

This publication has a two-column format for course content, with trade principles outlined on the left, and trade practices listed on the right. An introductory statement to the instructor and a characterization of trade training is included. The appendix contains an extensive bibliography and a suggested equipment list.

8. AUTHOR(S): Curriculum Laboratory 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1967 11. NO. OF PAGES: 60 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

Career Entry & Advancement

1. TITLE: A Guide for Planning Instruction for Adults in Agricultural Education
2. CONTENT/DISCIPLINE AREA: Agribusiness and Natural Resources 3. GRADE LEVEL: high school
4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: entry and advancement
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION:

Contains information on planning adult programs, including space for such planning.

8. AUTHOR(S): A. E. Eichelberger, et al. 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1972 11. NO. OF PAGES: 11 12. COST: $1.00
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX, Mississippi State, MS 39762
14. INFORMATION SUBMITTED BY: James E. Wall 15. STATE: Mississippi

1. TITLE: Credit Collections
2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 11-Adult
4. TYPE OF MATERIAL: Teachers Guide 5. CAREER LEVEL: Preparation & Job Entry
6. INTENDED USER: Secondary and Adult
7. GENERAL DESCRIPTION:

Contains information concerning the stages of development, purposes, correct usage and types of credit - importance to business, credit problems and methods of collection.

8. AUTHOR(S): Curriculum Coordinating Unit 9. PUBLISHER: Curriculum Coordinating Unit
10. DATE: 1968 11. NO. OF PAGES: 51 12. COST: $1.25
13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX Mississippi State, Mississippi 39762
14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

1. TITLE: Food Service

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 13-Adult

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Entry and Advance

6. INTENDED USER: Adult Students

7. GENERAL DESCRIPTION:

An outline of suggested instruction for training food service workers - designed for five 2-hour presentations

8. AUTHOR(S): Curriculum Coordinating Unit 9. PUBLISHER: Curriculum Coordinating Unit

10. DATE: 1971 11. NO. OF PAGES: 32 12. COST: $1.25

13. SOURCE OF AVAILABILITY: Curriculum Coordinating Unit, P. O. Drawer DX Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: James E. Patton 15. STATE: Mississippi

1. TITLE: Planning and Equipping School Shops for Trade and Industrial Education

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: Adult

4. TYPE OF MATERIAL: Planning Guide 5. CAREER LEVEL: Entry and Advancement

6. INTENDED USER: Administrators

7. GENERAL DESCRIPTION:

This publication provides administrators, architects, and instructors with a layout of vocational facilities. The material is designed to assist in locating various work areas in convenient and appropriate positions in relation to other shop areas; thereby, increasing the efficiency of each vocational training school.

8. AUTHOR(S): Curriculum Laboratory 9. PUBLISHER: Research and Curriculum Unit

10. DATE: 1969 11. NO. OF PAGES: 112 12. COST: $2.50

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, P. O. Drawer DX, Mississippi State, Mississippi 39762

14. INFORMATION SUBMITTED BY: Howard L. Newby 15. STATE: Mississippi

Miscellaneous

1. TITLE: Career-Centered Curriculum: Workshop Handbook
2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 1-12
4. TYPE OF MATERIAL: Workshop Handbook 5. CAREER LEVEL: All
6. INTENDED USER: Instructional Staff
7. GENERAL DESCRIPTION:

A description of the career-centered curriculum in the New Albany School System. Includes sample instructional procedures; evaluation instruments; listings of career education publications and sources; and career education bibliography.

8. AUTHOR(S): Dalton Anthony and others 9. PUBLISHER: New Albany School System
10. DATE: 1973 11. NO. OF PAGES: 125 12. COST: N/A
13. SOURCE OF AVAILABILITY: New Albany School System, P. O. Box 771, New Albany, Mississippi 38652
14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

1. TITLE: Career Education: A Handbook for Program Initiation
2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 1-12
4. TYPE OF MATERIAL: Implementation Guide 5. CAREER LEVEL: Awareness, Exploration, Preparation
6. INTENDED USER: Instructional Staff, Administrators
7. GENERAL DESCRIPTION:

A handbook designed to outline procedures for implementing the career centered curriculum into a school system. The responsibilities of all personnel in career education implementation are outlined, in addition career activities are detailed.

8. AUTHOR(S): J. H. McMinn and Ken Morris 9. PUBLISHER: Mississippi Dept. of Ed.
10. DATE: July, 1972 11. NO. OF PAGES: 129 12. COST: Free
13. SOURCE OF AVAILABILITY: Mississippi Department of Education, Division of Vocational-Technical Education, Box 771, Jackson, Mississippi 39205
14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

1. TITLE: Cooperative Vocational Education: Graduating With Experience

2. CONTENT/DISCIPLINE AREA: Cooperative Education 3. GRADE LEVEL: 10-Adult

4. TYPE OF MATERIAL: Film 5. CAREER LEVEL: Entry

6. INTENDED USER: Students, Staff, Administrators, Parents, & Employers

7. GENERAL DESCRIPTION: 16mm, Color, 23 min.

A visual presentation designed to promote, enhance, and bring about a thorough understanding of the concepts, objectives, and values of cooperative vocational education. Extensive use is made of scenes photographed in school and on-the-job.

8. AUTHOR(S): SDVTE Staff & R/CU Staff 9. PUBLISHER: Miss. State Dept. of Ed., Vo-Tech Div. in Cooperation with R/CU 10. DATE: 1972 11. NO. OF PAGES: N/A 12. COST: On Request

13. SOURCE OF AVAILABILITY: Research and Curriculum Unit, Drawer DX, Mississippi State, MS 39762

14. INFORMATION SUBMITTED BY: Keith Herring 15. STATE: Mississippi

1. TITLE: Second Interim Report: The Career-Centered Curriculum for Vocational Complexes in Mississippi

2. CONTENT/DISCIPLINE AREA: Career Education 3. GRADE LEVEL: 1-12

4. TYPE OF MATERIAL: Research Report/Curriculum Evaluation 5. CAREER LEVEL: All

6. INTENDED USER: Administrators & Instructional Staff

7. GENERAL DESCRIPTION:

Goals and objectives of the exemplary project in career education are analyzed and activities, dissemination efforts, procedures, etc. described. Evaluation sections included curriculum components and examples of curriculum materials.

8. AUTHOR(S): J.H. McMinn, J.F. Shill, & J.E. Wall 9. PUBLISHER: Research Coordinating Unit

10. DATE: July, 1972 11. NO. OF PAGES: 126 12. COST: N/A

13. SOURCE OF AVAILABILITY: ERIC System

14. INFORMATION SUBMITTED BY: James F. Shill 15. STATE: Mississippi

SOUTH CAROLINA

Career Education Curriculum Materials

Compiled by

Jasper S. Lee

Published by

Mississippi State University
Research and Curriculum Unit
for
Vocational and Technical Education
Mississippi State, Mississippi

In Cooperation With
Division of Vocational and Technical Education
Mississippi State Department of Education
Jackson, Mississippi

1973

58/59

The project presented or reported herein was performed pursuant to a Grant from the U. S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Office of Education, and no official endorsement by the U. S. Office of Education should be inferred.

Mississippi State University does not discriminate on the grounds of race, color, or national origin.

Career Exploration

1. TITLE: Basic Science (9th and 10th grades)

2. CONTENT/DISCIPLINE AREA: Environmental Skills 3. GRADE LEVEL: 9 & 10

4. TYPE OF MATERIAL: Curriculum Guide & Instructional Materials 5. CAREER LEVEL: exploration-preparation

6. INTENDED USER: underachieving

7. GENERAL DESCRIPTION: This course is to provide each student with the opportunity to develop a better understanding of himself and his role in his environment. The course revolves around the individual--where he fits into this complex world, his place in the community, his influence on natural resources, his health, his work and the machines and other technical advances that make it lighter, and his use of light, heat and sound.

8. AUTHOR(S): Locally developed 9. PUBLISHER: _____

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: _____

13. SOURCE OF AVAILABILITY: George O. Smith, Project Succeed, State Department of Education Columbia, South Carolina, 29202

14. INFORMATION SUBMITTED BY: George O. Smith 15. STATE: South Carolina

1. TITLE: Human Relations Skills

2. CONTENT/DISCIPLINE AREA: Citizenship 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide & Instructional Materials 5. CAREER LEVEL: exploration- preparation

6. INTENDED USER: Underachieving

7. GENERAL DESCRIPTION: The Civics course in "Project Succeed" offers selected ninth graders certain experiences which will help them become good citizens in the home, in school, and in the community. The course focuses on the individual's self-concept, his behavior, his importance to the group and his signficance

8. AUTHOR(S): Locally developed 9. PUBLISHER: _____

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: _____

13. SOURCE OF AVAILABILITY: George O. Smith, Project Succeed, State Department of Education Columbia, South Carolina 29202

14. INFORMATION SUBMITTED BY: George O. Smith 15. STATE: South Carolina

62/63

1. TITLE: Math, Level I

2. CONTENT/DISCIPLINE AREA: Computation Skills 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide & Instructional Materials 5. CAREER LEVEL: exploration; preparation

6. INTENDED USER: underachieving

7. GENERAL DESCRIPTION: The entire program has been written with the idea of providing each student with some measure of success and with providing many opportunities for active participation and physical involvement. In teaching the units, the teachers will use demonstrations, games and concrete objectives such as cuisenaire rods, geoboards, geometric models and many others. The teachers will also make wide use of multisensory devices such as overhead projectors, tape recorders and slide projectors.

8. AUTHOR(S): locally developed 9. PUBLISHER:

10. DATE: 11. NO. OF PAGES: 12. COST:

13. SOURCE OF AVAILABILITY: George O. Smith, Project Succeed, State Department of Education Columbia, S. C. 29202

14. INFORMATION SUBMITTED BY: George O Smith 15. STATE: South Carolina

1. TITLE: Math Level II

2. CONTENT/DISCIPLINE AREA: Computational Skills 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide & Instructional Materials 5. CAREER LEVEL: exploration-preparation

6. INTENDED USER: underachieving

7. GENERAL DESCRIPTION: The content of the materials written for Level II Computational Skills is designed to provide the following experiences for the students: (1) To understand the basic structure of a number and use it to compute accurately according to his ability. (2) to perceive spatial relations. (3) To recognize a problem and select a logical solution. (4) To obtain vital information needed to solve everyday problems. The vocational units were written with several objectives in mind and in varying degrees of difficulty so the students can achieve success and be faced with a challenge. Each vocational unit is a complete problem within itself.

8. AUTHOR(S): locally developed 9. PUBLISHER:

10. DATE: 11. NO. OF PAGES: 12. COST:

13. SOURCE OF AVAILABILITY: George O. Smith, Project Succeed, State Department of Education Columbia, South Carolina 29202

14. INFORMATION SUBMITTED BY: George O. Smith 15. STATE: South Carolina

1. TITLE: Reading, English, Level I

2. CONTENT/DISCIPLINE AREA: Communication Skills 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide, Instructional Materials 5. CAREER LEVEL: exploration; preparation

6. INTENDED USER: underachieving

7. GENERAL DESCRIPTION: This is the initial level of a four-year program designed around four general themes, each of which is intended to develop students' communication skills and, in the process, develop their awareness and understanding of the world in which they live. The first level of the program emphasizes the students' personal world and learning experiences have been designed on the basis of specific aspects of personal living. The theme for level one is "Personal Environment."

8. AUTHOR(S): Locally Developed 9. PUBLISHER: _____

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: _____

13. SOURCE OF AVAILABILITY: George O. Smith, Project Succeed, State Department of Education Columbia, S. C. 29202

14. INFORMATION SUBMITTED BY: George O. Smith 15. STATE: South Carolina

1. TITLE: English Level II

2. CONTENT/DISCIPLINE AREA: Communication Skills 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide & Instructional Materials 5. CAREER LEVEL: exploration; preparation

6. INTENDED USER: underachieving

7. GENERAL DESCRIPTION: The second level of a four-year program is designed aroun four general themes: (1) personal environment, (2) local and state environment, (3) state and national environment, and (4) national and world environment. It is developed so that, like the focus of the program itself, the student's concept of himself and his world grows in scope, depth and breadth.

8. AUTHOR(S): locally developed 9. PUBLISHER: _____

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: _____

13. SOURCE OF AVAILABILITY: George O. Smith, Project Succeed, State Department of Education Columbia, South Carolina

14. INFORMATION SUBMITTED BY: George O. Smith 15. STATE: South Carolina

1. TITLE: The World of Work--A Unit in Prevocational Instruction

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 9 & 10

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Preparation

6. INTENDED USER: Student

7. GENERAL DESCRIPTION: This unit provides the student with an understanding of the importance of work, occupations available, the contributions of the occupational fields to our economic system, and methods of securing employment and being successful in it. Designed for students in the ninth and tenth grades of high school.

8. AUTHOR(S): _____ 9. PUBLISHER: _____

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: _____

13. SOURCE OF AVAILABILITY: _____

_____

14. INFORMATION SUBMITTED BY: _____ 15. STATE: _____

Career Preparation

1. TITLE: Locating and Securing a Job

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Booklet 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This booklet is a practical guide for the student to help him secure a job he will like. It explains the steps to be followed in looking for and finding a possible job as well as the preparation and steps to securing that job.

8. AUTHOR(S): 9. PUBLISHER: Vocational Education Media Center 10. DATE: 11. NO. OF PAGES: 12. COST: $.75

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

Agriculture

1. TITLE: Agriculture Shop Safety

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Student Manual, Teacher Guide, Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Student/ Teacher

7. GENERAL DESCRIPTION: Safety is an essential element in the shop. Fire safety, electrical safety, the use of specific clothing and first aid are considered. Safety precautions needed in the use of hand tools and power tools are thoroughly covered. There are 62 transparencies and 28 worksheets in the transparency set.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: ~~$1.25 S.M.~~ ~~$1.25 T.G.~~ ~~$5.25 trs.~~

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Keeping Agriculture Records

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide, Transparencies, Record Book 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This unit provides the basic elements of keeping and using records in agriculture or in any type of business. It is designed for instruction for three to four weeks to be used with first year students. There are 33 transparencies in the set.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: ~~$1.25 T.G.~~ ~~$3.25 trs.~~ ~~$1.25 R.B.~~

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Landscaping the Home and School Grounds

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Student Manual, Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Considerable interest has been generated in improving and beautifying home and school grounds. Since the majority of students may participate, this instruction will provide desireable work experience for the student. There are 40 transparencies with paper copies in the set.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $1.50 S.M. $4.50 Trs.

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Organization and Function of Agricultural Businesses

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This set of 13 transparencies considers the functions, services provided, and risks involved in business ownership. The basic types of business organizations are then applied to agriculture.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, S. C.

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Rotary Mower Safety

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This set of four transparencies includes speed of the blade, impact of the blade at two different speeds, and the amount actually cut by the blade at walking speed.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $1.25

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

Business and Office Education

1. TITLE: Bookkeeping Transparencies
2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12
4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry
6. INTENDED USER: Instructor
7. GENERAL DESCRIPTION: Designed to be used as a set but each packet can be used separately to aid in teaching a particular phase of the bookkeeping procedure. Books are kept for a business for one month and the complete cycle of recording and posting transactions is given in a step-by-step procedure.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center
_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $15.00
13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina
14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Duplicating Equipment
2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12
4. TYPE OF MATERIAL: Teacher Manual/Student Manual 5. CAREER LEVEL: Job-Entry
6. INTENDED USER: Instructor
7. GENERAL DESCRIPTION: These booklets give detailed explanations of three duplication processes--the fluid process, the ink duplication process, and the offset process. Included are step-by-step procedures for the preparation and duplication of a fluid master, a stencil, and an offset master; list of materials needed for the three processes; pictures of the three machines with parts labeled; and sample problems for the students to duplicate.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center
_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $1.00 SM / $1.00 TM
13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina
14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Negotiable Instruments

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This set of 27 transparencies and overlays includes the negotiable instruments used in accounting. The use of the check, draft, and promissory note is explained. Designed for use with the bookkeeping transparencies.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $2.75

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Suggestions for a Plan of Rotation for Office Practice

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This manual provides a guide for the teacher to use in organizing a plan of rotation for office practice. This plan offers a manner for including the least amount of confusion and frustration on the part of the student and teacher and, at the same time, the greatest achievement in the learning situation for the student.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $1.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pisnon 15. STATE: South Carolina

1. TITLE: Transcribing Training Techniques

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Manual/transparencies & Student Manual 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor/Student

7. GENERAL DESCRIPTION: The teachers manual provides a concise guide for teaching students to be efficient transcribing machine operators. It includes steps for the students to follow in using the machine and suggestions on becoming a better secretary. A set of 6 transparencies is included with the teacher's manual. The student manual offers the student a course of study in efficient operation of transcribing machines. It includes pictures of machines, frequently mispelled words, and steps to follow in transcribing.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $2.25 $1.00 SM

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

Distributive Education

1. TITLE: Activity Program--D. E. Clubs of America
2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12
4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry
6. INTENDED USER: Instructor
7. GENERAL DESCRIPTION: These 23 transparencies give a view of the international, national state, and local organizations of distributive education clubs. The present the awards, activities, and purposes of the organization.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center
10. DATE: 11. NO. OF PAGES: 12. COST: $3.25
13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina
14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: A Guide to the Preparation of a Creative Marketing Project
2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12
4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry
6. INTENDED USER: Instructor
7. GENERAL DESCRIPTION: Offers comments and suggestions to students who are interested in performing an intensive research study of a marketing process. A sample of a Creative Marketing Project is included along with a descriptive analysis of the project.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center
10. DATE: 11. NO. OF PAGES: 12. COST: $4.50
13. SOURCE OF AVAILABILITY: Vocational Education Curriculum Guide, Clemson University
Clemson, South Carolina
14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: A Guide to the Preparation of a Merchandise Information Manual

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Designed to serve as a guide for students to follow in compiling product information and presenting it in written form. The book also contains a copy of a Merchandise Information Manual, "Sterling to Live With."

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $4.00

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University

Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: A Guide to the Preparation of A Studies in Marketing Manual

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: The purpose of this book is to help teachers and students better understand the purposes of the studies in marketing and to give them practical information in the actual preparation of the study. Also includes a simple study.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $3.00

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University,

Clemson South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pisnon 15. STATE: South Carolina

1. TITLE: A Guide to the Preparation of an Area of Distribution Manual w/Slides

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Manual w/Slides 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: The Area of Distribution Manual is directly geared to start the student thinking about the vocation he would like to enter. Steps to follow in planning and writing an area of distribution manual are given and an example of a manual which won first place in state competition, "How Fashion Changes Relate to Fashion Designing as a Career," is given in its entirety. Accompanying the book is a set of 22 slikes designed to be used by the teacher in introducing students to the Area of Distribution Manual as a research project. The script for the slides is included in the book.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $12.00

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: Couth Carolina

1. TITLE: Basic Instructional Series for Distributive Education

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Booklet 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This booklet presents a topical outline for the basic curriculum materials keyed to the materials which are provided for each teacher/coordinator of D. E. in South Carolina. These materials should serve, through this outline, as a guide for all three levels of instruction.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $1.25

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Bulletin Board Ideas for Distributive Education

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide 5. CAREER LEVEL: Job-entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Prepared as an aid to the teacher to give the student a stimulating message about distributive education through the use of the bulletin board. It is only suggestive and may be expanded by the teacher or spark creative ideas in the student themselves.

8. AUTHOR(S): 9. PUBLISHER: Vocational Education Media Center 10. DATE: 11. NO. OF PAGES: 12. COST: $2.00

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Distributive Education Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Distributive Education in S. C., based on the Behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teaching and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): Samuel Greer, Project Director 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 320 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Employee's Role in Theft Reduction

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Script/slides 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This script and set of 47 slides emphasize the need for the employee to use effective security practices. The external phase of theft reduction should be shown during the junior or senior year.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $13.00

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Filing--The Key to Better Organization for Teaching Marketing and Distribution

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This package contains a through guide for using the distributive education file index, sample filing divisions and subdivisions, and 44 sheets of gummed labels ready to set up a filing system

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $5.25

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Food Distribution, the Supermarket Entry Occupations

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide, Transparencies , 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Points out to the student the scope, opportunity, and qualifications necessary to pursue a career in the supermarket industry. The set of 19 transparencies takes an over-view of the supermarket plus describes each entry position in the supermarket.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $1.25 T.G. ~~$2.75 Tre.~~

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson ~~South Carolina~~

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Recruitment in D. E.

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide & Transparencies 5. CAREER LEVEL: Job-entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Designed for the teacher to make every student, administrator, and guidance counselor more aware of the merits of distributive education. The high quality of the program and lifelong benefits are stressed. The set of 31 transparencies includes a script. The student is presented an opportunity to choose an occupation and work in it for personal fulfillment and satisfaction.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $1.25 T.G. ~~$2.75~~

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, S. C.

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Relations Between Persons in Sales and Service

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: A set of 26 transparencies dealing with relations between persons in sales and service. Basic human needs, how to find a career, how to acquire a position in that career, and notable concepts in human relations are shown.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST:

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Retail Credit

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide & Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Contains teaching objectives tips to the teacher, an outline, and resources for classes, preferably in D. E. 11. A concise study in retail credit with test suggestions for the teacher. The transparencies show the types of credit, advantages and disadvantages of extending credit, and steps to good credit.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $3.00 T.G $4.75

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University , Clemson South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Salesmanship

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: A set of 22 transparencies presenting the salesman, proper attitudes of the salesman, proper approach to the customer, and steps in selling. It also includes overcoming the customer's resistance to purchasing and possible reasons for failure to close a sale.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $2.75

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: The Downtown Teacher

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide 5. CAREER LEVEL: Job-entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Developed for the training sponsor of the student in Distributive Education programs. It introduces the sponsor to the goals of D. E., the practical usefulness, and his role in the program

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson South Carolina 29631

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

Home Economics

1. TITLE: Commercial Cooking Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: students

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Commercial Cooking in S. C., based on behavioral objectives and aimed at developing job-entry skills fo students graduating from the two year program. The objectives were selected by educators (teachers and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): Dr. James R. Couch, Project Director 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 313 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Cost Control in Food Service

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: A ste of twenty transparencies designed to teach concepts relating to cost and profit in the food service industry. The transparencies deal with factors affecting food costs and portion control.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center 10. DATE: 11. NO. OF PAGES: 12. COST: $4.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Guide for Consumer and Home Economics Education in South Carolina

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This guide provides the teacher with a thorough, up-to-date plan for homemaking. It includes broad divisions of home economics subject matter developed for three levels of the home economics program. Included is an instructional plan for each area including objectives, generalizations, learning experiences, teaching media, and evaluations.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $3.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Measuring, Weighing, Valuing consumer and Home Economics Education in S. C.

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This book presents ways to evaluate the teaching process as well as the learning process in consumer and home economics courses. It will help the teacher in determining progress in achieving goals of the individual, the class, and the program. Designed as a companion to the Guide for Consumer and Home Economics Education in South Carolina.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $2.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Orientation to Textiles

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teachers Manual 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: A Self instructional unit consisting of cassett tape, 44 frame color filmstrip, teacher's manual, and reusable student booklet. This unit provides instruction on the process of making cloth. (NOTE: This unit may be purchased with 20 student booklets for group instruction for $19.50)

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $11.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

Special Education

1. TITLE: A - B - 1 Math IV

2. CONTENT/DISCIPLINE AREA: general math 3. GRADE LEVEL: 12

4. TYPE OF MATERIAL: teaching guide & materials 5. CAREER LEVEL: preparation

6. INTENDED USER: better than average students

7. GENERAL DESCRIPTION: Flow charts and calculators are used extensively as students complete vocationally-oriented instructional units. There are twelve such uniyd including such topics as Steef Fabrication, Home Planning and Construction, Soil Conversation and Forestry, Tool and Die, and Textiles. Students are not expected to complete all twelve units; they can choose the units of greatest interest to them. All units include the application (review) of ratios, geometry, and trignomentry.

8. AUTHOR(S): 9. PUBLISHER:

10. DATE: 11. NO. OF PAGES: 12. COST: 2.50 per st ~~7.50 per st~~

13. SOURCE OF AVAILABILITY: Mathematics Consultant, Curriculum Development, State Department of Education, Columbia, S. C.

14. INFORMATION SUBMITTED BY: Daniel H. Sandel 15. STATE: South Carolina

1. TITLE: Building Trades for EMR Students Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Special Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Building Trades for EMR Students in S. C., based on the Behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teaching and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): Dr. John B. Bradley, Project Director 9. PUBLISHER: Professional Printers Columbia, S. C. 10. DATE: Dec. 1972 11. NO. OF PAGES: 160 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

CAREER EDUCATION CURRICULUM MATERIALS

(Instructions on reverse side; use typewriter only)

1. TITLE: Pre-Vocational Program for Handicapped and Disadvantaged Students Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Special Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Pre-Vocational Program for Handicapped and Disadvantaged Students in S. C., based on the Behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teaching and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): G. G. Woolard, Project Director 9. PUBLISHER: Professional Printers

Columbia, S. C. 10. DATE: Dec. 1972 11. NO. OF PAGES: 213 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education

South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

Trade and Industrial Education

1. TITLE: Auto Body and Fender Repair Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional STaff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Auto Body and Fender Repair in S. C., based on behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teaching and project staff) working closely with industrial representatives. These materials are presently being field tested

8. AUTHOR(S): Jack M. Summers, Project Director 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 150 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Building Construction Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Building Construction in S. C., based on behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teachers and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): David E. Vipperman, Project Director 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 240 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education, South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Curriculum Guide for Trades and Industries Brick Masonry Program

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide/Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: A practical guide to assist all masonry instructors in properly preparing their students for successful careers in the masonry trade. It is intended as a framework for a course of study which the teacher can fit to his situation. The transparencies are in two parts; the first 30 show the materials and methods used in masonry and the last 47 show patterns and plans used in construction and how to construct these.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $1.25 CG
$9.75 TRS

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University
Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Electricity Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Electricity in S. C., based on behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teachers and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): James H. George, Project Director 9. PUBLISHER: State Printing Company
Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 310 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education
South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Electricity for Trades and Industries

2. CONTENT/DISCIPLINE AREA: Vocatioanl Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: A set of 64 transparencies with 8 overlays illustrating basic principles of electricity, magnetism, Ohm's law, and other basic laws, use of meters, series and parallel circuits, solving math calculations, Watt's law, Kirchoff's law kilowatt-hour meters, and conductors. Set includes several multi-color transparencies .

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $10.25

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Electronics Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, due to the lack of current teaching aids applicable to electronics in S. C., based on the behavioral objectives concept and aimed at developing job-entry skills of students graduating from the two-year program.

8. AUTHOR(S): David E. Vipperman, Project Director 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 316 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Graphic Communications Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide and self-instructional slide/tape program 5. CAREER LEVEL: Entry

6. INTENDED USER: Instructional Staff and Students.

7. GENERAL DESCRIPTION: The material prepared for Graphic Communications instructors was developed using the behavioral objectives concept and aimed at developing Job-entry skills for students graduating from the program. Objectives for the guide were determined by educators (teachers and Project staff) working closely with industrial representatives. The program includes a curriculum guide and ten self-instructional, slide/tape program to help the student progress at his own rate. The guide consists of the following: behavioral objectives content outlines, lesson plans, student assignments, pre-test, past test and competency test.

8. AUTHOR(S): Gregory G. Morrison, Project Director 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug, 1972 11. NO. OF PAGES: 250 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Heating, Air Conditioning and Refrigeration Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Heating, Air Conditioning, and Refrigeration in S. C., based on behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teachers and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): T. A. Jackson, Project Director 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 175 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Industrial Sewing Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Industrial Sewing in S. C., based on Behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teaching and Project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): Samuel Greer, Project Director 9. PUBLISHER: State Printing Company

Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 100 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education, South Carolina State Department of Education.

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Power Mechanics Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to Power Mechanics in S. C., based on the Behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teaching and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): J. W. Herring, Jr., Project Director 9. PUBLISHER: State Printing Company

Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 400 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

1. TITLE: Power Transmission

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: A set of 85 transparencies showing the basic principles of power transmission. It includes devices used for power transmission such as bearings, belts and pulleys, chains, gears, couplings, clutches, power take offs, transmission and differentials; examples of these in use; and characteristics of these devices.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $9.25

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina,

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Reading the Micrometer

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Teacher Guide/Student Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Teacher/Student

7. GENERAL DESCRIPTION: These booklets acquaint the teacher and students with the micrometer, its parts and how to read it. Two transparencies are included with the teacher's guide showing the parts of the micrometer and how to read it. Some exercises for practicing reading of the micrometer are also included.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $1.00 I $ .75 S

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Safety

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Handbook/Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: The handbook supplies the teacher with a guide for an effective program of safety instruction. In contains the basic general information needed for teaching safety in all trade courses. The set of 31 transparencies and paper copies stress the importance of proper safety habits in trades and industrial education.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $1.25 hb ~~$3.00 TR~~

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Small Gasoline Engines--Ignition System Repair

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Student Manual 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Student

7. GENERAL DESCRIPTION: An individual student instruction manual concerning the fundamentals of the ignition system and related parts. This allows the student to move at his own pace while the teacher is free to circulate among the students and give individual help as the need arises.

8. AUTHOR(S): 9. PUBLISHER: Voc. Ed. Media Center

10. DATE: 11. NO. OF PAGES: 12. COST: $1.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Trade and Industries Curriculum Guide for Automotive Mechanics

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: This curriculum guide offers the instructor a framework and guidelines to follow for a two-year program in automotive mechanics. It is designed to help the student obtain desirable attitudes, skills, and knowledge required for entry employment in this field of automotive mechanics. The guide contains a bibliography of instructional materials for the subject.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $2.50

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University, Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Trades and Industries Curriculum Guide for Building Construction Programs

2. CONTENT/DISCIPLINE AREA: Vocational Education 3. GRADE LEVEL: 10-12

4. TYPE OF MATERIAL: Curriculum Guide/Transparencies 5. CAREER LEVEL: Job-Entry

6. INTENDED USER: Instructor

7. GENERAL DESCRIPTION: Designed to aid the instructor in planning a two-year course of study for the high school student in building Construction and carpentry. It serves as a flexible framework for helping the student attain both manipulative skills and knowledge required in the occupation. The set of 20 transparencies show the tools and machinery used in building . construction. The main parts of these machines are clearly labeled.

8. AUTHOR(S): _____ 9. PUBLISHER: Voc. Ed. Media Center

_____ 10. DATE: _____ 11. NO. OF PAGES: _____ 12. COST: $3.00 CG $2.75 TR

13. SOURCE OF AVAILABILITY: Vocational Education Media Center, Clemson University Clemson, South Carolina

14. INFORMATION SUBMITTED BY: W. C. Pinson 15. STATE: South Carolina

1. TITLE: Welding Curriculum Guide

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum Guide 5. CAREER LEVEL: Entry

6. INTENDED USER: Instructional Staff

7. GENERAL DESCRIPTION: This guide was prepared for the instructors, because of the lack of current teaching aids applicable to welding in S. C., based on behavioral objectives and aimed at developing job-entry skills of students graduating from the two year program. The objectives were selected by educators (teachers and project staff) working closely with industrial representatives. These materials are presently being field tested.

8. AUTHOR(S): William J. Singletary, Proj. Coordinator 9. PUBLISHER: State Printing Company Columbia, S. C. 10. DATE: Aug. 1972 11. NO. OF PAGES: 210 12. COST: free

13. SOURCE OF AVAILABILITY: Research Coordinating Unit, Office of Vocational Education, South Carolina State Department of Education

14. INFORMATION SUBMITTED BY: Gregory G. Morrison 15. STATE: South Carolina

95/96

North Carolina

Career Education Curriculum Materials

Published by

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1973

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Career Exploration

1. TITLE: Student Activity Sheets
2. CONTENT/DISCIPLINE AREA: Career Exploration 3. GRADE LEVEL: 7 - 9
4. TYPE OF MATERIAL: Individualized Instruction 5. CAREER LEVEL: Exploratory
6. INTENDED USER: Student
7. GENERAL DESCRIPTION: Method of instruction which can be done by individual students and/or by groups for "hands-on" experiences for supplying career information and for self appraisal.

8. AUTHOR(S): Teachers 9. PUBLISHER: Has not been compiled for publication 10. DATE: Aug., 72 11. NO. OF PAGES: 360 12. COST: ____
13. SOURCE OF AVAILABILITY: Not available - being revised
14. INFORMATION SUBMITTED BY: Dorothy Pruitt 15. STATE: North Carolina

1. TITLE: Introduction to Vocations
2. CONTENT/DISCIPLINE AREA: Career Exploration 3. GRADE LEVEL: 9
4. TYPE OF MATERIAL: Teacher's Guide 5. CAREER LEVEL: Exploration
6. INTENDED USER: Teacher
7. GENERAL DESCRIPTION: A teacher's guide for 9th grade Introduction to Vocations. Suggests many appropriate activities designed to help students develop plans for their educational and occupational future.

8. AUTHOR(S): Beam, H.E. and Clary, J. R. 9. PUBLISHER: N.C. Department Public Instr.
10. DATE: 1971 11. NO. OF PAGES: 252 12. COST: ____
13. SOURCE OF AVAILABILITY: Not available (Is to be revised)
14. INFORMATION SUBMITTED BY: T. N. Stephens 15. STATE: North Carolina

Career Preparation

1. TITLE: Agriculture Production
2. CONTENT/DISCIPLINE AREA: Agri-Business and Natural Resources 3. GRADE LEVEL: 11-12
4. TYPE OF MATERIAL: Curriculum Guides including Teaching Units, Teaching Unit Standards & a few TASK packages) 5. CAREER LEVEL: Preparation
6. INTENDED USER: Teacher/Student
7. GENERAL DESCRIPTION: Guide which includes Teacher Units, Standards and a few Task packages, includes hoped for student performances (Behavioral Objectives), criteria, instructional materials and content outline.

8. AUTHOR(S): State staff & local subj. area teachers 9. PUBLISHER: N. C. Dept. of Public Instruc.
10. DATE: 1972 11. NO. OF PAGES: 106 12. COST:
13. SOURCE OF AVAILABILITY: Limited
14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Outdoor Recreation and Applied Ecology
2. CONTENT/DISCIPLINE AREA: Agri-Business and Natural Resources 3. GRADE LEVEL: 11-12
4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, Teaching Unit Standards, & a few Task packages 5. CAREER LEVEL: Preparation
6. INTENDED USER: Teacher/Student
7. GENERAL DESCRIPTION: Publication is a course Guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials list and course specification.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1972 11. NO. OF PAGES: 194 12. COST:
13. SOURCE OF AVAILABILITY: Limited
14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Ornamental Horticulture

2. CONTENT/DISCIPLINE AREA: Agri. Business & Natural Resources 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Cur. Guide including Teaching Units, Teaching Unit Standards and a few Task packages 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/Student

7. GENERAL DESCRIPTION: Publication is a course Guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials list and course specification.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1972 11. NO. OF PAGES: 97 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Consumer and Homemaking

2. CONTENT/DISCIPLINE AREA: Home Economics 3. GRADE LEVEL: 9-12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, Teaching Unit Standards, 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher

7. GENERAL DESCRIPTION: Publication is a course guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specifications.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1972 11. NO. OF PAGES: 705 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Business Office Education Parts I & II

2. CONTENT/DISCIPLINE AREA: Business and Office Education 3. GRADE LEVEL: 12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, Teaching Unit Standards, & a few Task Packages 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/Student

7. GENERAL DESCRIPTION: Publication is a course guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specifications.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1971/72 11. NO. OF PAGES: 150 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Aerospace

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, Teaching Unit Standards, & a few Task Packages 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/student

7. GENERAL DESCRIPTION: Publication is a course guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specifications.

8. AUTHOR(S): Cooperative staff - Occ. Ed., Science, Aerospace state committee and teachers 9. PUBLISHER: N. C. Dept. of Pub. Instr. 10. DATE: 1972 11. NO. OF PAGES: 140 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Cooperative Fashion Merchandising II

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, Teaching Unit Standards, & a few 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/Student Task Packages

7. GENERAL DESCRIPTION: Publication is a course guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specifications.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1972 11. NO. OF PAGES: 250 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: 18 Training Plans for ICT students

2. CONTENT/DISCIPLINE AREA: Trade and Industrial Education 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, Teaching Unit Standards, & a few 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/Student Task Packages

7. GENERAL DESCRIPTION: Publication is a course guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specifications.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Depr. of Public Instruction 10. DATE: 1972 11. NO. OF PAGES: 50 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Agricultural Mechanics

2. CONTENT/DISCIPLINE AREA: ri-Business and Natural Resources 3. GRADE LEVEL: 11/12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, ~~Teaching Unit Standards, & a few~~ Task packages 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/student

7. GENERAL DESCRIPTION: Publication is a course Guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specification.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1971 11. NO. OF PAGES: 91 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: Health Occupations

2. CONTENT/DISCIPLINE AREA: General Ed. (H.O.) 3. GRADE LEVEL: 11-12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, ~~Teaching Unit Standards, & a few~~ Task Packages 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/student

7. GENERAL DESCRIPTION: Publication is a course guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specifications.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1972 11. NO. OF PAGES: 75 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina

1. TITLE: D. E. Cooperative Prof. Services: Teacher Aides

2. CONTENT/DISCIPLINE AREA: Distributive Education 3. GRADE LEVEL: 12

4. TYPE OF MATERIAL: Curriculum guide including Teaching Units, Teaching Unit Standards, & a few Task Packages 5. CAREER LEVEL: Preparation

6. INTENDED USER: Teacher/student

7. GENERAL DESCRIPTION: Publication is a course guide, loose leaf form that contains the content, behavioral objectives, criteria, instructional materials lists and course specifications.

8. AUTHOR(S): State and local staff personnel 9. PUBLISHER: N. C. Dept. of Public Instruction 10. DATE: 1972 11. NO. OF PAGES: 200 12. COST:

13. SOURCE OF AVAILABILITY: Limited

14. INFORMATION SUBMITTED BY: M. O. Phillips 15. STATE: North Carolina